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# **SFY 2017 Area Plan Budget Report Instructions and Planning & Service Area Allotments**

*Issued by the Iowa Department on Aging*

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## SFY 2017 Area Plan Budget Report

All Area Agencies on Aging (AAAs) must submit an Area Plan Budget Report each year for approval prior to receiving funding from the Department under an Area Plan on Aging. The Area Plan Budget Report must be submitted using the Iowa Aging Information System (IAFRS) component of the Iowa Aging Information System (IAIS) located at <https://ida-infosys.iowa.gov>. The Area Plan Budget Report is accessed via FSRs on the IAFRS main toolbar.

In SFY2017, all AAAs must submit an updated Area Plan Budget Report following the second quarter of the fiscal year. The Area Plan Budget Report submitted with the initial area plan is based on projected allotment funding well in advance of actuals and only includes carryover at the AAA's discretion. An updated budget that incorporates the most current funding levels available will provide the Department with more accurate information regarding service budgeting. (For due dates, refer to the Area Plan Budget Report Due Dates heading below and the *Area Agencies on Aging Reporting Manual for State Fiscal Year 2017*.)

### Preparing the Area Plan Budget Report

Use the following information when preparing your budget report. (The SFY2017 Planning and Service Area (PSA) Allotments appear at the end of this document.)

#### Area Plan Funding Resources

The following table summarizes the area plan funding resources.

Funding Entity	Prior Receipts	Current Receipts
Department Pass-through funding to AAAs (Resources – IA Dept. on Aging)	Projected unexpended authorization balances available from the previous fiscal year which are budgeted in addition to Current Receipts and any NSIP commodity balance from the previous fiscal year.	<u>New</u> funding included in an allotment.
Direct funding to AAAs (Resources – Non-IA Dept. on Aging)	Projected unexpended funding balances earned during a previous fiscal year.	<u>New</u> funding that has not previously been earned.

Enter funding resources within each of the two (2) program clusters (General Aging and Caregiver) according to the service being funded. The allowable utilization of a funding source is a function of program cluster funding source and service. Entry is allowed in all non-shaded "cells" within the IAFRS Area Plan Budget Report.

Keep in mind that an interdependent relationship exists between service units and the utilization of funding resources. That is, if you enter units for a particular service on the Form 3A-1, you must enter a funding amount for that service in the budget report. Likewise, if you enter a funding amount for a service in the budget report, you must enter units for that service on the Form 3A-1.

**Iowa Aging Financial Reporting System Layout**

The following table describes the IAFRS tabs and information contained in each tab.

<b>Program Cluster (tab)</b>	<b>Summary View</b>	<b>Data Entry View</b>
Summary	Budget, Resources & Expenditures by funding source across all program clusters	Receipts by funding source and Expenditures by service across all programs
General Aging	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditures by service (entry required)
Senior Living Program [Inactive]	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditure by service (entry required)
Caregiver (IIIE)	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditures by service (entry required)

**Note:** Balances for Department Pass-through funding (Resources – IA Dept. on Aging) must = zero for each funding source (i.e. prior receipts + current receipts = sum of all following service expenditures). Balances for direct funding to AAAs (Resources – Non-IA Dept. on Aging) must be ≥ zero for each funding source (i.e. prior receipts + current receipts ≥ sum of all following service expenditures).

**Allowable Funding Expenditure Reference for SFY2017**

Use the information in figures 1a-f for reference in preparing your SFY2017 budget report.

**Figure 1a: Allowable Expenditures SFY2017**

	Admin	Personal Care	Homemaker	Chore	* Home Delivered Meals	Adult Day Care / Adult Day Health	* Case Mgmt	* Congregate Meals	* Nutrition Counseling	Assisted Transportation
	01A	01	02	03	04	05	06	07	08	09
<b>Resources - IDA</b>										
110 Elderly Services General	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
123 Elder Abuse Prevention Awareness Pgm	GA									
180 Title IIIB Supportive Services	GA	GA	GA	GA		GA	GA		GA	GA
190 Title IIIC(1) Congregate Meals	GA							GA	GA	
200 Title IIIC(2) HD Meals	GA				GA				GA	
215 Title IIIE Caregiver Support	CG									
220 Title IIID Preventive Health										
250 NSIP Cash					GA			GA		
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
290 State Non-IDEA	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
300 Local Public Funds	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
310 Other Local Cash	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
320 Non-Cash	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA		GA	GA		GA	GA
340 Pgm Inc IIIC(1) Cong Meals	GA				GA			GA	GA	
350 Pgm Inc IIIC(2) HD Meals	GA				GA			GA	GA	
363 Pgm Inc IIIE Caregiver Support	CG									
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
Sub-total Non-IDA										
<b>Total Resources</b>										
<b>Total Cash</b>										

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**Figure 1b: Allowable Expenditures SFY2017**

	Transportation	* Legal Assistance	* Nutrition Education	* Information & Assistance	Outreach	* Health Promotion	Respite	Mental Health Outreach	Medication Management	Evidence-Based Health Activities
	10	11	12	13	14	B02	B03	B05	B06	B07
<b>Resources - IDA</b>										
110 Elderly Services General	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
190 Title IIIC(1) Congregate Meals			GA							
200 Title IIIC(2) HD Meals			GA							
215 Title IIIE Caregiver Support										
220 Title IIID Preventive Health										GA
250 NSIP Cash										
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
290 State Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
300 Local Public Funds	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
310 Other Local Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
320 Non-Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
340 Pgm Inc IIIC(1) Cong Meals			GA							
350 Pgm Inc IIIC(2) HD Meals			GA							
363 Pgm Inc IIIE Caregiver Support										
365 Prog Inc IIID Preventive Health										GA
370 Program Income Other	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Sub-total Non-IDA										
<b>Total Resources</b>										
<b>Total Cash</b>										

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Figure 1c: Allowable Expenditures SFY2017

	Advocacy	Legal Education	EAPA Consultation	EAPA Assessment & Intervention	EAPA Training & Education	Self-Directed Care	Money Management	Training/ Education	Recreation Activities	Reassurance /Visiting
	C01	C05	C07	C08	C09	C10	C11	D01	D02	D03
<b>Resources - IDA</b>										
110 Elderly Services General	GA	GA				GA	GA	GA	GA	GA
123 Elder Abuse Prevention Awareness Pgm			GA	GA	GA					
180 Title IIIB Supportive Services	GA	GA				GA	GA	GA	GA	GA
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support										
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	GA	GA				GA	GA	GA	GA	GA
290 State Non-IDEA	GA	GA				GA	GA	GA	GA	GA
300 Local Public Funds	GA	GA				GA	GA	GA	GA	GA
310 Other Local Cash	GA	GA				GA	GA	GA	GA	GA
320 Non-Cash	GA	GA				GA	GA	GA	GA	GA
330 Pgm Inc IIIB Supportive Svcs	GA	GA				GA	GA	GA	GA	GA
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support										
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GA	GA				GA	GA	GA	GA	GA
Sub-total Non-IDA										
<b>Total Resources</b>										
Total Cash										

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Figure 1d: Allowable Expenditures SFY2017

	Counseling	Placement Services	Assessment/ Intervention	* Options Counseling	Material Aid	Public Information	Volunteer Support	Access Assistance	Cash and Counseling	Counseling
	E01	E02	E03	E05	F02	F03	F05	CG1	CG2	CG3
<b>Resources - IDA</b>										
110 Elderly Services General	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services	GA	GA	GA	GA	GA	GA	GA			
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support								CG	CG	CG
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
290 State Non-IDEA	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
300 Local Public Funds	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
310 Other Local Cash	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
320 Non-Cash	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA	GA	GA	GA			
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support								CG	CG	CG
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GA	GA	GA	GA	GA	GA	GA	CG	CG	CG
Sub-total Non-IDA										
<b>Total Resources</b>										
Total Cash										

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Figure 1e: Allowable Expenditures SFY2017

	Information Services	Respite	Supplemental Services	Home Delivered Meals	Options Counseling	Access Assistance	Cash and Counseling	Counseling	Information Services	Respite
	CG4	CG5	CG6	CG7	CG8	GO1	GO2	GO3	GO4	GO5
<b>Resources - IDA</b>										
110 Elderly Services General	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services										
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
290 State Non-IDEA	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
300 Local Public Funds	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
310 Other Local Cash	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
320 Non-Cash	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
330 Pgm Inc IIIB Supportive Svcs										
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
365 Prog Inc IIID Preventive Health										
370 Program Income Other	CG	CG	CG	CG	CG	GO	GO	GO	GO	GO
Sub-total Non-IDA										
<b>Total Resources</b>										
Total Cash										

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Figure 1f: Allowable Expenditures SFY2017

	Supplemental Services	Home Delivered Meals	Options Counseling							
	GO6	GO7	GO8							
<b>Resources - IDA</b>										
110 Elderly Services General	GO	GO	GO							
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services										
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support	GO	GO	GO							
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
<b>Resources - Non-IDA</b>										
280 Federal Non-IDEA	GO	GO	GO							
290 State Non-IDEA	GO	GO	GO							
300 Local Public Funds	GO	GO	GO							
310 Other Local Cash	GO	GO	GO							
320 Non-Cash	GO	GO	GO							
330 Pgm Inc IIIB Supportive Svcs										
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support	GO	GO	GO							
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GO	GO	GO							
Sub-total Non-IDA										
<b>Total Resources</b>										
Total Cash										

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### **Mandatory Services**

AAAs must include the following services in the General Aging budget and provide a request for direct service if applicable.

- Case Management
- Congregate Meals
- Health Promotion and Disease Prevention
- Home Delivered Meals
- Information and Assistance
- Legal Assistance
- Nutrition Counseling
- Nutrition Education
- Options Counseling

### **Nutritional Counseling & Education Requirements**

Iowa Administrative Code (IAC) 17-7.12(4)(a)(c) requires area agencies to ensure nutrition funds are used to (1) provide at least one meal a day, (2) provide nutrition educational services, and (3) provide nutrition screening and counseling.

### **Request for Funds Transfer**

This function is integrated in the IAFRS and will be transmitted as part of the overall Area Plan Budget Report submission. The Transfer Item Form is accessed via the IAFRS Menu dropdown from within the Area Plan Budget Report.

**Note:** Transfers can be requested between Title III allotments for parts IIIB Supportive Services, IIIC(1) Congregate Meals and IIIC(2) Home Delivered Meals with a maximum of 30% between IIIB and IIIC(1)/IIIC(2) and a maximum of 40% between IIIC(1) and IIIC(2)].

Transfers do not automatically trigger an area plan amendment. An amendment is required if the transfer results in an addition or deletion of a service category and/or if the transfer results in a direct service that was previously not directly provided.

### **Match**

Match requirements for funding are calculated by each funding component or group and administrative sub component if applicable (i.e. Elderly Services; Title IIIB, IIIC-1, IIIC-2; and III-E). To qualify as match, the allowable match funding must be expended in the same service and program cluster as the funding to be matched. Tracing qualified match amounts can be accomplished through the Validation feature accessed via the IAFRS Menu from within the Area Plan Budget Report. (Note: Users must be in Data Entry view for the Validation feature to display. Toggle is between Data Entry and Summary views.)

Cash and the fair market value of non-cash third party in-kind contributions from local sources (e.g. local public funds, other local cash, and program income) are allowable as match for state sources. Cash and the fair market value of non-cash third party in-kind contributions from non-federal sources are allowable as match for federal sources.



**State Funds for Services (i.e., elderly services general).** Sums appropriated each state fiscal year for area agency on aging services are for satisfying the non-federal share requirement that one-third of the supportive and nutrition services program match must be in the form of state appropriated funds.

**Elderly Services (i.e. elderly services general, case management).** An area agency may use its state allotment for elderly services to pay not more than eighty-five percent of the cost of these activities. The minimum required match is calculated by dividing the state share [total of both allotments] by eighty-five percent and subtracting the state share from that amount.

**Area Agency Administration.** An area agency may use up to its federal Total Title III administration allotment to pay not more than seventy-five percent of the total cost of administering area plans. The minimum required match is calculated by dividing the federal share budgeted (total of all administration allotments) by seventy-five percent and subtracting the federal share from that amount. Individual Title III administration allotments are displayed as baseline amounts but are only limited in the aggregate to the Total Title III administration allotment.

**Supportive and Nutrition Services.** An area agency may use its federal Title III Program allotments for supportive, nutrition, frail elderly and health prevention services to pay not more than eighty-five percent of the costs of these activities. The minimum required match is calculated by dividing the federal share (total of all program allotments) by eighty-five percent and subtracting the federal share from that amount.

**Caregiver Services.** An area agency may use its federal Title III Program allotment for caregiver services to pay not more than seventy-five percent of the costs of these activities. The minimum required match is calculated by dividing the federal share by seventy-five percent and subtracting the federal share from that amount.

### **Priority Services**

A minimum percentage of Title IIIB – Supportive Services funding expended for services (total less administration) must be expended in the following priority services categories. (Refer to IAC 17-6.14(231)(1).)

#### **Access (10%)**

Assessment/Intervention  
Assisted Transportation  
Case Management

Information and Assistance  
Outreach  
Transportation

**In-Home (5%)**

Adult Day Care/Adult Day Health	Personal Care
Chore	Reassurance/Visiting
Homemaker	Respite

**Legal (3%)**

Legal Assistance

**Voluntary Contributions**

Section 315 (b)(4) of the Older Americans Act, as Amended 2006, requires all services receiving Title III funding to provide the opportunity for consumers to make voluntary contributions.

- AAAs must report any and all program income from contributions in the annual IAFRS budget under the appropriate program income title designation.
- This requirement is subject to Iowa Department on Aging monitoring for any program which receives OAA Title III funding.

**Nutrition Services Incentive Program (NSIP) Cash/Commodity Option**

NSIP allotments will be in the form of cash only.

**Title III-E Grandparent/Older Relative Services**

A maximum percentage of Total Family Caregiver funding [i.e. all sources less administration] may be expended for Grandparent/Older Relative services.

- Grandparent/Older Relative – 10%

## Submitting the SFY 2017 Area Plan Budget Report

### Electronic Submission Instructions

Agencies must submit their SFY2017 Area Plan Budget Report electronically via the IAFRS at <https://ida-infosys.iowa.gov>. The Area Plan Budget Report is accessed via FSRs on the IAFRS main toolbar. The report will be available for completion and email notification sent no later than January 30, 2016. (Refer to figure 2 below for a sample of the Iowa Aging Financial Reporting Systems screen.) Follow the instructions below after you have accessed the IAFRS component.

1. Select **FSRs** from the IAFRS main toolbar.
2. Select **Open Report** for the 2017 Budget Ver 1 (not finalized)  
**Important! Do not select New Version** as it is intended that all versions created will be finalized for submission.
3. Select the **General Aging** or **Caregiver** tab and enter amounts.
4. Select **Save** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.
5. Select **Form 3A-1** from the IAFRS Menu dropdown list and enter amounts.
6. Select **Save** from the IAFRS Menu dropdown list in the Form 3A-1 view and follow prompts.
7. Select **Close** from the IAFRS Menu dropdown list in the Form 3A-1 view. Selecting **Validate** for only the Form 3A-1 is an option at this point as well.
8. Select **Validate** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.
9. Select **Finalize** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.

**Tip:** You should save your work every 10 minutes to avoid losing changes.

**Figure 2: Sample Iowa Aging Financial Reporting Systems Screen**

Iowa Department on Aging		State Admin		Agency Admin		Consumers		Rosters		Aggregate Services		FSRs		Reports		Help		Logout	
DATA ENTRY - AREA PLAN BUDGET REPORT																			
<div>IAFRS Menu</div> <div>Save</div> <div>Validate</div> <div>Finalize</div> <div>Close</div> <div>New Version</div> <div>Copy Report Data</div> <div>View/Print</div> <div>Summary</div> <div>Notes</div> <div>Transfers</div> <div>Form 3A-1</div> <div>Preview</div> <div>Cover Sheet</div> <div>View Allotments</div>		General Aging		Senior Living Program		Caregiver													
		Prior Receipts	Current Receipts	Administration 01A	Personal Care 1	Homemaker 2	Chore 3	Home Delivered Meals 4	Adult Daycare 5	Case Management 6	Congregate Meals 7	Nutrition Counseling 8							
General			110,530	9,906			7,256	251	10,462	57,296	14,299	3,502							
Needs			39,830	2,987					36,843										
Program Base																			
126 Senior Living Pgm Supplemental																			
127 Senior Living Pgm Case Management																			
160 RSVP																			
170 Resident Advocate Coordinator																			
180 Title IIIB Supportive Services		99	313,900	30,744		5,808	3,966			7,651									
190 Title IIIC(1) Congregate Meals		150	84,292	37,621							46,821								
200 Title IIIC(2) HD Meals		75	224,191	14,970				209,296											
215 Title IIIE Caregiver Support																			
216 Title IIIE Grandparent/Older Relative																			
220 Title IIID Preventive Health		125	11,049																
221 Title IIID Preventive Health Med Mgmt																			
235 Title XIX Assessment																			
250 NSIP Cash Estimate		11,267	113,147										124,414						

### **Mailed Area Plan Budget Request Cover Sheet Instructions**

In addition to the submission via the IAFRS, mail an original Area Plan Budget Request Cover Sheet signed by an authorized signatory of the area agency to Jeff Batz at 510 East 12<sup>th</sup> Street, Suite 2, Des Moines, IA 50319-9025.

**Note:** Each time a new Area Plan Budget Report version, including Form 3A-1, is created/finalized within the IAFRS after its initial approval, an authorized signatory of the agency must mail a signed Area Plan Budget Request Cover Sheet to Jeff Batz.

### **Area Plan Budget Report Due Dates**

The initial SFY2017 Area Plan Budget Report must be submitted electronically via the IAFRS no later than 4:00 pm on April 1, 2016. The signed Area Plan Budget Request Cover Sheet must be received by Jeff Batz no later than five business days following the due date.

The updated SFY2017 Area Plan Budget Report must include any newly projected allotment funding, approved carryover funding, related unit/consumer data and be submitted no later than 4:00 pm on February 22, 2017. Communication of any newly projected allotment funding can be anticipated no later than 30 days prior.

## SFY2017 Consumers Served & Service Unit Projections

### Preparing Form 3A-1: Consumers Served & Units Provided

Each agency must provide to the Department on Aging projections for the total number of consumers to be served in the fiscal year, number of consumers served by targeted populations, and total service units. These projections are to be provided annually through a new or updated Area Plan on Aging. The Department will review and approve the consumer and service projections prior to approving funding to the agency.

All agencies must use the Department's Form 3A-1 to provide SFY2017 service and consumer projections. Note that you must provide consumer or service projections on Form 3A-1 for each service in which you have entered a funding amount in the Area Plan Budget Report.

For reference in completing Form 3A-1, consult chapter 2 of the *Area Agency on Aging Reporting Manual for State Fiscal Year 2017* for a listing of allowable services and service definitions. Agencies have several sources for information when determining projections for SFY2017. In addition to reports through IAPRS, workbooks with past service data will be sent to each agency. An interactive map showing county level information for total estimated population by targeted demographic groups and the number of individuals in those demographic groups served is available at <https://www.iowaaging.gov/area-plan-aging-sfy-2016-2017>.

### Submitting Form 3A-1: Consumers Served & Units Provided

Agencies must complete the Form 3A-1 with projected total number of consumers to be served in the fiscal year, number of consumers served by targeted populations, and total service units for SFY2017 as part of the Area Plan Budget Report. Access the Form 3A-1 via the IAFRS Menu dropdown from within the Area Plan Budget Report. (Refer to figure 3 below for a sample of the Form 3A-1.)

**Figure 3: Sample Form 3A-1 - Iowa Aging Financial Reporting System (IAFRS)**

SERVICE		Service Units Provided	Consumers Served	60+ Rural	60+ Minority	60+ Minority Below Poverty	60+ Below Poverty
01A: Administration	General Aging						
	Caregiver						
1: Personal Care	General Aging						
2: Homemaker	General Aging						
3: Chore	General Aging						
4: Home Delivered Meals	General Aging						
5: Adult Daycare	General Aging						
6: Case Management	General Aging						
7: Congregate Meals	General Aging						
8: Nutrition Counseling	General Aging						
9: Assisted Transportation	General Aging						
10: Transportation	General Aging						
11: Legal Assistance	General Aging						
12: Nutrition Education	General Aging						
13: Information & Assistance	General Aging						
14: Outreach	General Aging						
B02: Health Promotion	General Aging						
B03: Respite	General Aging						

**Form 3A-1 Due Date**

A copy of the completed Form 3A-1 must be inserted into section 2 of the SFY 2016-2017 Area Plan on Aging Annual Update document. Submit the form electronically no later than 4:00 pm on April 1, 2016.

## SFY2017 Planning & Service Area Allotments

The following planning & service area allotments must be used when preparing your SFY2017 Area Plan Budget Report. All available funding must be budgeted.

### TITLE III ALLOTMENT PLANNING PROJECTIONS TO AREA AGENCIES ON AGING FOR STATE FISCAL YEAR 2017

	TITLE IIIB	TITLE IIIC-1	TITLE IIIC-2	TITLE IIID	TITLE IIID Med Mgmt	TITLE IIIE	TOTAL ALL
PROJECTED FFY 2017 FEDERAL ALLOCATION	4,199,620	5,081,501	2,180,137	217,047	0	1,549,356	13,227,661
STATE ADMINISTRATION	209,981	254,075	109,007	10,852	0	77,468	661,383
OMBUDSMAN	107,209						107,209
PROJECTED FFY 2017 FED ALLOC FOR SFY 2017-2018 AAA PLANS	3,882,430	4,827,426	2,071,130	206,195	0	1,471,888	12,459,069
PROJECTED FFY 2017 FED ALLOC FOR SFY 2017-2018 AAA PLANS 75% FOR SFY 2017 PLAN 25% RESERVED FOR SFY 2018 PLAN	3,882,430	4,827,426	2,071,130	206,195	0	1,471,888	12,459,069
PROJECTED FFY 2016 ALLOC FOR SFY 2017 PLAN (25% OF PROJ FFY 2016 FED ALLOC)	970,607	1,206,856	517,782	51,549	0	367,972	3,114,766
PROJECTED FFY 2017 ALLOC FOR SFY 2017 PLAN (75% OF PROJ FFY 2017 FED ALLOC)	2,911,823	3,620,570	1,553,348	154,646	0	1,103,916	9,344,302
PROJECTED SFY 2017 AAA PLAN ALLOTMENTS TO AAAs	3,882,430	4,827,426	2,071,130	206,195	0	1,471,888	12,459,068

## FY 2017 Planning &amp; Service Area Allotments

12/11/2015

## Federal Title III Funding [projected]

Based on Most Current Population Data

Area Agency	Administration Funding				
	Total Admin	Title III B	Title III C(1)	Title III C(2)	Title III E
Elderbridget [PSA 1]	\$ 275,153	\$ 87,184	\$ 108,406	\$ 46,511	\$ 33,052
Hawkeye Valley [PSA 2]	229,673	72,777	90,487	38,820	27,589
Aging Resources [PSA 3]	180,219	57,103	71,003	30,464	21,649
Heritage [PSA 4]	133,979	42,451	52,786	22,647	16,095
Milestones [PSA 5]	215,220	68,193	84,793	36,380	25,854
Connections [PSA 6]	211,664	67,069	83,393	35,778	25,424
Total	<u>\$ 1,245,908</u>	<u>\$ 394,777</u>	<u>\$ 490,868</u>	<u>\$ 210,600</u>	<u>\$ 149,663</u>

Administration & Services Funding						
	Total Title III	Title III B Supportive	Title III C(1) Nutrition Congregate	Title III C(2) Nutrition Home Delv'd	Title III D Preventive Health	Title III E Caregiver/ Grandparent
Elderbridget [PSA 1]	\$ 2,269,953	\$ 700,556	\$ 871,074	\$ 373,724	\$ 59,008	\$ 265,591
Hawkeye Valley [PSA 2]	2,383,702	743,767	924,799	396,768	36,394	281,974
Aging Resources [PSA 3]	2,316,845	730,428	908,217	389,657	11,625	276,918
Heritage [PSA 4]	1,467,957	461,359	573,656	246,119	11,914	174,909
Milestones [PSA 5]	2,195,603	680,753	846,449	363,155	47,165	258,081
Connections [PSA 6]	1,825,009	565,567	703,231	301,707	40,089	214,415
Total	<u>\$ 12,459,069</u>	<u>\$ 3,882,430</u>	<u>\$ 4,827,426</u>	<u>\$ 2,071,130</u>	<u>\$ 206,195</u>	<u>\$ 1,471,888</u>



## FY 2017 Planning &amp; Service Area Allotments

12/21/2015

## Federal NSIP Funding [projected]

Based on Most Current Meal Count Data

Area Agency	FFY15 Proportion	FFY17 Total NSIP	FFY17	
			Commodity Election	Cash
Elderbridget [PSA 1]	21.5415%	\$ 395,146	\$ N/A	\$ 395,146
Northeast Iowa AAA-NEISA [PSA 2]	17.2898%	317,155	N/A	317,155
Aging Resources [PSA 3]	22.0737%	404,908	N/A	404,908
Heritage [PSA 4]	13.9786%	256,416	N/A	256,416
Milestones [PSA 5]	13.7444%	252,120	N/A	252,120
Connections [PSA 6]	11.3719%	208,599	N/A	208,599
Total	<u>100.0000%</u>	<u>\$ 1,834,344</u>	<u>\$ 0</u>	<u>\$ 1,834,344</u>

	FFY15 Proportion	FFY16 Proportion		SFY17 Total NSIP	FFY16	FFY17
					Cash [25%]	Cash [75%]
Elderbridget [PSA 1]	21.5415%	21.5415%	( Allotments for Area Plan Use )	\$ 395,145	\$ 98,786	\$ 296,359
Northeast Iowa AAA-NEISA [	17.2898%	17.2898%		317,154	79,288	237,866
Aging Resources [PSA 3]	22.0737%	22.0737%		404,910	101,228	303,682
Heritage [PSA 4]	13.9786%	13.9786%		256,416	64,104	192,312
Milestones [PSA 5]	13.7444%	13.7444%		252,120	63,030	189,090
Connections [PSA 6]	11.3719%	11.3719%		208,599	52,150	156,449
Total	<u>100.0000%</u>	<u>100.0000%</u>		<u>\$ 1,834,344</u>	<u>\$ 458,586</u>	<u>\$ 1,375,758</u>

## Note:

Total NSIP funding based on actual FFY15 less addtl. allocation.

## FY 2017 Planning & Service Area Allotments

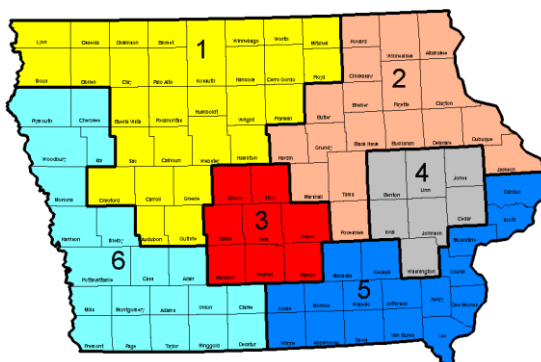
### State Appropriations Funding

12/11/2015

Based on Most Current Population Data

Area Agency	Administration & Services Funding		
	Total Aging Pgms	Eld Svcs Administration	Elderly Services
Elderbridge [PSA 1]	\$ 1,665,205	\$ 124,892	\$ 1,540,313
Northeast Iowa-NEISA [PSA 2]	1,621,768	121,634	1,500,134
Aging Resources [PSA 3]	1,274,298	95,573	1,178,725
Heritage [PSA 4]	883,421	66,257	817,164
Milestones [PSA 5]	1,335,259	100,146	1,235,113
Connections [PSA 6]	1,221,202	91,585	1,129,617
Total	<u>\$ 8,001,153</u>	<u>\$ 600,087</u>	<u>\$ 7,401,066</u>

	Administration & Services Funding		
	Total EAPA	EAPA Administration	EAPA Services
Elderbridge [PSA 1]	\$ 87,500	\$ 6,563	\$ 80,937
Northeast Iowa-NEISA [PSA 2]	87,500	6,563	80,937
Aging Resources [PSA 3]	87,500	6,563	80,937
Heritage [PSA 4]	87,500	6,563	80,937
Milestones [PSA 5]	87,500	6,563	80,937
Connections [PSA 6]	87,500	6,563	80,937
Total	<u>\$ 525,000</u>	<u>\$ 39,378</u>	<u>\$ 485,622</u>



**Source:** 2005-2009 American Community Survey, Special Tabulation on Aging – Population Characteristics / prepared by the U.S. Census Bureau, 2011.

Family Practice Physicians: Iowa Department of Public Health